

# WaM Workshop General Access Induction



{{Insert location Map}}

## OUR WORKSHOP OPENING HOURS ARE:

**MONDAY - FRIDAY     9.00AM - 1PM / 2PM - 5.00PM**

Please note that scheduled classes may be running during these times and the workshop is only open to those enrolled in that class. Always refer to timetable displayed at entry for “open access times”.

**Open access times** - all enrolled students are welcome to use the workshop facilities during opening hours, provided they have completed appropriate training and induction.





## WAM WORKSHOP IS PRINCIPALLY DIVIDED INTO 3 AREAS:

1. Teaching & Open Access spaces (low to medium risk area)
2. Machine Workshop (high risk area)
3. Metal Workshop (high risk area)

### TEACHING & OPEN ACCESS SPACES



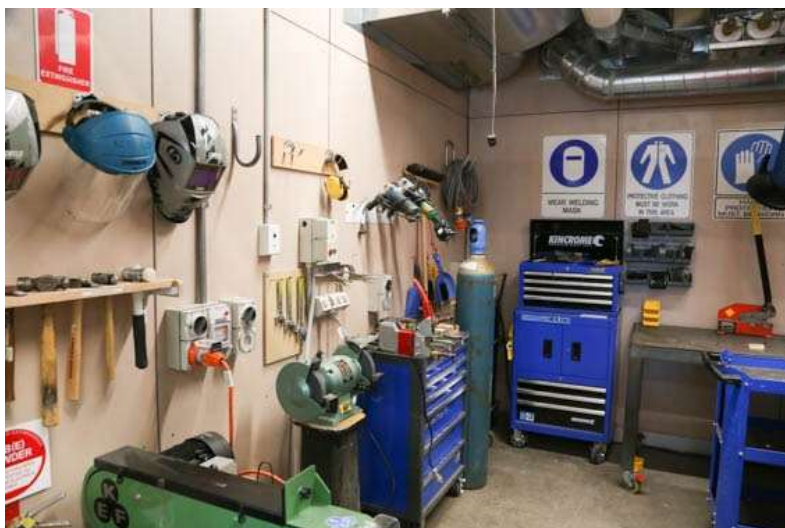
These areas have multiple workbenches and access to hand tools such as; cordless drills, hand saws, measuring equipment, clamps, hammers, chisels, sanding paper and more. There is also a wet area for plaster and clay work and a wax bay.

## WOOD MACHINE WORKSHOP



This workshop contains mostly woodworking machines such as sanders, bandsaws, drill presses, wood lathe and more. Authorised access only and appropriate training and inductions must be completed.

## METAL WORKSHOP



This workshop contains a metal cut-off saw, a metal lathe, grinders, linisher and welding equipment. Authorised access only and appropriate training and inductions must be completed.

## WORKSHOP SAFETY GUIDELINES

- Do not attempt to use tools, machines and/or equipment if you have not been instructed in their proper and safe operation.
- Observe all signage and read SWI (Safe work instructions) where applicable.
- Storage of possessions or personal materials inside workshop outside of opening hours is not allowed.
- Food/Drink is NOT allowed in workshops/studios.
- Influence of drugs or alcohol is NOT PERMITTED
- No personal Earphones for music etc.
- Report faulty or damaged tools and equipment to a technician immediately.
- Do not use faulty or 'tagged out' equipment.
- Long hair must be constrained.
- Loose hanging jewellery or clothing to be constrained or removed.

## COMPULSORY PERSONAL PROTECTIVE EQUIPMENT (PPE)

### TEACHING AND OPEN ACCESS SPACES (low/med risk area)

- Enclosed footwear is mandatory
- Dust jacket / Apron / Coveralls (as required)
- Protective Eyewear (as required)
- Hearing protection (as required when using power tools)

### WOOD MACHINE AND METAL WORKSHOPS (high risk area)

- Enclosed footwear is mandatory
- Leather Apron
- Protective Eyewear
- Hearing protection



## WORKSHOP ETIQUETTE

- Be courteous and conscious of others working in space
- Keep the workspaces tidy and clean up after yourself.
- Use bag hooks provided while present.
- Return tools to their correct location when finished working.
- Place cordless drill batteries on chargers when finished.
- If tools are blunt - inform a technician to have them put aside for sharpening or replacement. Do not return blunt tools to the shelves. This includes drill bits
- Use appropriate bins for material offcuts and general waste.





## FIRST AID AND INCIDENTS

- Report any incidents/accidents to a technician immediately.
- Familiarise yourself with the location of first aid cabinets and the eye wash station.

